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15 January 1954

MEMORANDUM FOR: Chief, Project Administrative Planning Staff

SUBJECT : Administrative Plans for Field Stations.

1. As a result of their field trips, the Auditor-in-Chief and the Comptroller have both reported that Administrative Plans, which are necessary for field guidance, have not in all cases been sent to field stations responsible for implementing projects.

2. I have discussed this matter with the Chief of Administration, Office of the Deputy Director (Plans), and believe that the simplest way to insure that this is done is for the Project Administrative Planning Staff to accept the responsibility for determining the necessity of sending Plans to the field at the time they are developed. When this is necessary, the Project Administrative Planning Staff should prepare sensitized versions of the Plans which can be dispatched to the field and submitted to the Chief of Administration at the time the basic Plans are submitted.

/s/

L. K. WHITE  
Acting Deputy Director  
(Administration)

A-DD/A:LNW:laq  
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Comptroller  
COA/DDP  
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